

Dane County 2016 Presidential Recount Opening Minutes and General Processes

Commenced December 1, 2016 at 9:00 a.m.

Concluded December 10, 2016 at 9:00 p.m.

City County Building, Rooms 354 and 357.

On Days 5 through 10 of the Recount, our Meeting Agenda was amended to include Room 321 as an additional “Madison sorting room.”

County Staff: Clerk Scott McDonell, Chief Deputy Clerk Sherri Endres, Elections Specialist Lila Walsh.

Board of Canvass: Dane County Clerk Scott McDonell, Gretchen Lowe (of the Democratic Party), Joyce Waldrop (of the Republican Party). Billie Johnson (of the Republican Party) served as an alternate member of the Board of Canvass.

McDonell solicited from both the Democratic and Republican parties of Dane County names of alternates in case either Lowe or Waldrop were unable to participate for part of the recount. The Democratic Party named Mary Kolar, Madison. The Republican Party named Billie Johnson, Madison. Billie Johnson was appointed by McDonell to fill in for Waldrop for December 7th which he did for the entirety of the day.

Marilyn Williams, a chief election inspector with the City of Madison, served as the lead tabulator. Additional lead roles were taken by Sara Ludtke, Deputy Clerk of Town of Middleton, and Patti Anderson, Clerk of the City of Fitchburg.

There were also approximately 40 hired tabulators working each shift: morning 8:30 a.m. to 2:00 p.m. and afternoon 2:30 p.m. to 8:30 p.m. All tabulators signed a tabulator oath.

Opening Minutes for December 1, 2016.

9:00 a.m. - Board of Canvass members, Gretchen Lowe, Joyce Waldrop and County Clerk Scott McDonell, convened the Dane County Presidential Recount.

Moved by Lowe to conduct the recount by hand count. Second by Waldrop. The vote was 3-0.

McDonell made additional opening remarks regarding the recount timeline; the importance of tabulators signing in and out each day (to track payroll); the use of purple pens only; and general rules for observers and designated candidate observers.

The hand-counting began, with Village of Waunakee in Room 354 and Town of Middleton in Room 357.

General Notes on the processing of each Reporting Unit.

Dane County followed the WEC Recount Manual (rev. November 2016), applying the Recount Checklist: Hand Counted Paper Ballots (pg. 27) for each Reporting Unit. We followed the Checklist for each reporting unit with two modifications: we did not require municipalities to

bring absentee request forms on file and the Board of Canvass did not require an additional reconciliation of the poll lists if they were already reconciled. Any notes about reconciliation or other such information (e.g. a skipped “voter slip number” is noted on the reporting unit’s minutes sheet).

Municipalities supplied:

Ballots (sealed in the bags) with Ballot Container Certification EL-101

Poll Lists

Inspector Statements EL-104

Absentee ballot log EL-124

Rejected Absentee Ballot Certificate Envelopes EL-102

Used Absentee Ballot Certificate Envelopes (EL-122)
contained in the White Carrier Envelope – EL-103.

Inspectors’ Certificate of Provisional Ballots –EL-108

Election Day machine tapes

Provisional Ballot Reporting form EL-123r

Provisional Ballot Certificate envelopes EL-123

Statement of the Municipal Board of Canvassers (if one was held)

We processed Towns, Villages and Cities (other than City of Madison) the first five days of the recount. Each municipal clerk recorded their own Minutes on a sheet titled: *Dane County – 2016 Presidential Recount Minutes*. All changes (or if there was no change) to candidate totals, stemming from voter-intent on ballot review or a draw-down of ballots, were made to a municipality-specific sheet titled *Election Night Call-In Sheet (Worksheet with Totals)* which were initial by all the three Board of Canvass members. These two sheets comprise “the minutes and canvass statement” for each reporting unit.

At the start of each reporting unit processing, all elections materials were brought to a processing table where seals were verified by the Board of Canvass members. Next, all materials *but the machine-counted ballots* were taken to the Board of Canvass table, where used and rejected certificate envelopes as well as spoiled, remade and other categories of ballots were counted and reviewed by the Board of Canvass members.

The counted ballots remained on the processing table, where tabulators were seated and candidate designated observers could freely see the ballots.

General Processing Steps.

Ballot Count – Probable Absentees and Regular ballots are counted. If after three times of counting the total number of ballots did not match the machine tape, this new number became the number of ballots being counted.

Reconciled number of ballots to voters (and handle accordingly if excess ballots).

Review and count certificate envelopes (performed at the Board of Canvass table).

Hand count paper ballots – sorted by candidate in stacks of 50.

Add any votes counted separately (e.g. from a wrongfully rejected absentee ballot) and subtract any votes (due to a draw-down stemming from an improperly completed certificate envelope or if there were excess ballots).

Board of Canvass members initialed each and every canvass statement and signed all sealed bags of the election materials.

Additional information when processing City of Madison wards.

City of Madison wards were processed on Days 6 through 10 of the recount.

Sherri Endres and Lila Walsh primarily recorded the minutes for City of Madison wards. Polling places with single wards were processed first in numerical order. Then, polling places with two or more wards were processed in numerical order.

Pre-sorting work in Conference Room 321.

Alternate Board of Canvass member, Billie Johnson, recorded seal numbers on the minutes sheet for the wards. Then ballot bags were opened and ballots were first sorted by ballot style (different ballot style per ward) and then sorted into absentee and regular piles. No counting of ballots took place at this stage.

Absentee certificate envelopes were also counted, but not reviewed.

The materials were then brought to the Conference Rooms 354 and 357 for the hand-count process and Board of Canvass review.

Due to the large amount of in-person absentee voting in the City of Madison (including at public libraries, where PDF paper ballots sometimes had to be utilized), it was sometimes difficult to get an accurate, precise count of the number of remade ballots and of absentee certificates. The Board of Canvass allowed for a small margin of error.

Conclusion of Recount.

Recount concluded at 9:00 p.m. on Saturday, December 10.

Board of Canvass certification statement was signed on Monday, December 12, within the window of our posted open meeting.

Attachments:

Minutes and Election Night Call-In Sheets (acting as the Canvass statement) for each reporting unit.

- PDF of Towns (in alpha order)

- PDF of Villages (in alpha order)

- PDF of Cities (in alpha order)

- Three PDFs for City of Madison (in numerical ward order, with multiple wards in a polling place kept together)